

**REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE  
MINUTES  
December 15, 2004**

**PRESENT:** Marla Britton, James E.Coutts, Lynn Gregorash, Karen Scott, Linda Verbecken, Steve Vitale (via telephone), and Ursula Volk,

**EXCUSED:** Rick Vozar

**STAFF PRESENT:** Jerry Lowrie, Bureau Director, Ruby Jefferson-Moore, Legal Counsel; PJ Monson; Pat Schenck, Program Assistant

**CALL TO ORDER**

Karen Scott, Chair, called the meeting to order at 10:05 a.m. A quorum of seven members was present.

**ADOPTION OF AGENDA**

**Addition to Agenda:**

- Add Felipe Maldonado's to Item 6. a. 22.

**MOTION:** Marla Britton moved, seconded by Linda Verbecken, to approve the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES (11-17-04)**

**MOTION:** Linda Verbecken moved, seconded by James Coutts, to approve the minutes of November 17, 2004 as written. Motion carried unanimously.

**COMMITTEE ROSTER**

The Committee reviewed the Roster and made revisions where necessary.  
Marla Britton will be unable to attend the January 26<sup>th</sup> meeting.

**CHANGING APPRAISAL REVIEW DOCUMENT  
DISCUSSION OF INCLUDING A SUGGESTIONCOMMENTARY SECTION**

P. J. Monson requested that the reviewers submit copies of the evaluation sheets to her upon completion.

The Committee reviewed the appraisal review and re-review forms and suggested changing the title of the document to read "Reviewers Recommendation", adding a general comment area, and other minor changes.

The Committee discussed the possibility of having an applicant sign an affidavit attesting to their understanding of the deficiencies on their appraisal reports because applicants are having difficulty understanding the deficiency comments from the reviewers.

Ms. Monson will make suggested changes to the forms and forward a copy to the Committee members.

Ms. Monson will have Committee members review letters to applicants regarding their appraisal reports prior to mailing the letter to the applicants.

## **DISCUSSION AND APPROVAL OF APPROPRIATE APPRAISAL STANDARDS TO BE USED IN THE REVIEW PROCESS**

### **Uniform Standards of Professional Appraisal Practice (USPAP)**

USPAP rules will be changing in 2005. The Committee will discuss the new rule changes at their January 26, 2005 meeting.

### **Supplemental Appraisal Standards**

No discussion

## **CLOSED SESSION**

**MOTION:** James E. Coutts moved, seconded by Steve Vitale, to convene to Closed Session to consider licensure or certification of individuals pursuant to s. 19.85(1)(b), Stats., and to consider individual histories pursuant to s. 19.85(1)(f), Stats. Roll Call Vote: Marla Britton-yes; James Coutts-yes; Lynn Gregorash-yes; Linda Verbecken-yes; Steve Vitale-yes; Ursula Volk-yes; Rick Vozar-yes; Karen Scott-yes. Motion carried unanimously.

Open Session recessed at 10:48 p.m.

The Committee reviewed and considered the appraisal experience and appraisal reports of applicants applying for licensure.

## **RECONVENE TO OPEN SESSION**

**MOTION:** Marla Britton moved, seconded by Lynn Gregorash, to reconvene into Open Session at 1:07 p.m. Motion carried unanimously.

## **VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE**

**APPRAISAL REPORTS REVIEWED ON DECEMBER 15, 2005**

**DOMINIC MICHELSON**

**MOTION:** James Coutts moved, seconded by Linda Verbecken, to recommend that the Department approve **Dominic Michelson's** appraisal reports subject to receipt of two additional reports that comply with the concerns noted by the reviewer. The applicant may select the two reports. Motion carried unanimously.

**WILLIAM MORRIS**

**MOTION:** James Coutts moved, seconded by Marla Britton, to recommend that the Department approve **William Morris's** appraisal reports as submitted. Motion carried unanimously.

**SHIRELY CAREY**

**MOTION:** James Coutts moved, seconded by Linda Verbecken, to recommend that the Department approve **Shirley Carey's** appraisal reports subject to one additional report that complies with the concerns noted by the reviewer. The applicant may select the report. Motion carried unanimously.

**JOHN CYCHOSZ**

**MOTION:** Lynn Gregorash moved, seconded by Steve Vitale, to recommend that the Department approve **John Cychosz's** appraisal reports subject to receipt of two additional two to four family reports that address the reviewers concerns. The applicant may select the two reports. Motion carried unanimously.

**BONNIE-MARIE PLUMMER**

**MOTION:** Marla Britton moved, seconded by James Coutts, to recommend that the Department deny **Bonnie-Marie Plummer's** appraisal reports and to refer the applicant to the Division of Enforcement. Motion carried unanimously.

**ROBERT BARATKA**

**MOTION:** Lynn Gregorash moved, seconded by Linda Verbecken, to recommend that the Department approve **Robert Bartka's** appraisal reports subject to receipt of one additional report that addresses the reviewers concerns with an explanation of the reviewers concerns on the two to four family form. Motion carried unanimously.

**JAY BARTHOLOMEW**

**MOTION:** Lynn Gregorash moved, seconded by James Coutts, to recommend that the Department approve **Jay Bartholomew's** appraisal reports subject to receipt of one additional report that complies with the reviewers concerns. Motion carried unanimously.

**KAREN KILMAN**

**MOTION:** Linda Verbecken moved, seconded by Steve Vitale, to recommend that the Department approve **Karen Kilman's** appraisal reports subject to coaching comments from the reviewer on one report and request one additional appraisal report that complies with the reviewers concern. The applicant may select the report. Motion carried unanimously.

**DAVID JENKINS**

**MOTION:** Marla Britton moved, seconded by Ursula Volk, to recommend that the Department approve **David Jenkin's** appraisal reports subject to receipt of one additional report that addresses the reviewers concerns. The applicant may select the report. Motion carried unanimously.

**JEFF GAGNOW**

**MOTION:** James Coutts moved, seconded by Steve Vitale, to recommend that the Department approve **Jeff Gagnow's** appraisal reports subject to receipt of one additional report that utilizes all three approaches to value. The applicant may select the report that utilizes all three approaches to value. Motion carried unanimously.

**JOHN VAN VONDEREN**

**MOTION:** Linda Verbecken moved, seconded by Marla Britton, to recommend that the Department approve **John Van Vonderen's** appraisal reports subject to one additional current report that addresses the reviewers concerns. The applicant may select the report. Motion carried unanimously.

**CHERYL BAUMGART**

**MOTION:** James Coutts moved, seconded by Linda Verbecken, to recommend that the Department approve **Cheryl Baumgart's** appraisal reports as submitted and provide some coaching comments. Motion carried unanimously.

**LORI LAWSON**

**MOTION:** Marla Britton moved, seconded by Lynn Gregorash, to recommend that the Department approve **Lori Lawson's** appraisal reports subject to receipt of one additional report that addresses the reviewers concerns. The applicant may select the report. Motion carried unanimously.

**ROGER GROVE**

**MOTION:** Lynn Gregorash moved, seconded by Marla Britton, to recommend that the Department approve **Roger Grove's** appraisal reports subject to receipt of one additional report that complies with the reviewers concerns. The applicant may select the report. Motion carried unanimously.

**RONALD BEAUPRE**

**MOTION:** Steve Vitale moved, seconded by James Coutts, to recommend that the Department approve **Ronald Beaupre's** appraisal reports subject to receipt of one additional report that addresses the reviewers concerns. The applicant may select the report. Motion carried unanimously.

**JAMES BURKART**

**MOTION:** Marla Britton moved, seconded by Ursula Volk, to recommend that the Department approve **James Burkart's** appraisal reports as submitted and to provide some coaching comments. Motion carried unanimously.

**JAN HOLESOVSKY**

**MOTION:** Ursula Volk moved, seconded by Marla Briton, to recommend that the Department approve **Jan Holesovsky's** appraisal reports subject to receipt of one additional report that addresses the reviewers concerns. The applicant may select the report. Motion carried unanimously.

**PATRICK FULTON**

**MOTION:** James Coutts moved, seconded by Steve Vitale, to recommend that the Department approve **Patrick Fulton's** appraisal reports as submitted. Motion carried unanimously.

**STEPHANIE COOKE**

**MOTION:** Marla Britton moved, seconded by James Coutts, to recommend that the Department approve **Stephanie Cooke's** appraisal reports subject to two additional reports that addresses the reviewers concerns. The applicant may select the two reports. Motion carried unanimously.

**SEAN BROWN**

**MOTION:** Linda Verbecken moved, seconded by Steve Vitale, to recommend that the Department approve **Sean Brown's** appraisal reports subject to receipt of one additional report that addresses the reviewers concerns. The applicant may select the report. Motion carried unanimously.

**MARGARET MCGLONE**

**MOTION:** Linda Verbecken moved, seconded by Marla Britton, to recommend that the Department deny **Margaret McGlone's** three appraisal reports as submitted and to refer the supervisor to the Division of Enforcement. Motion carried unanimously.

**FELIPE MALDONADO**

**MOTION:** Marla Britton moved, seconded by Ursula Volk, to recommend that the Department deny **Felipe Maldonado's** three appraisal reports as submitted. Motion carried unanimously.

**VISITORS COMMENTS**

None.

**DISCUSSION OF SCHEDULING ANOTHER MEETING DATE**

Suggested meeting dates after January 26<sup>th</sup>:  
March 16, 2005, 10:30 a.m. and  
May 18, 2005, 10:30 a.m.

**ADJOURNMENT**

**MOTION:** Marla Britton moved, seconded by Lynn Gregorash, to adjourn the meeting at 1:20 p.m. Motion carried unanimously.

**Next Meeting January 26, 2005**